

Warren County Board of Supervisors

Committee: **SUPPORT SERVICES**

Date: **October 27, 2006**

Committee Members Present:

Supervisors Sheehan
 Monroe
 Mason
 Gabriels
 Kenny
 VanNess
 Girard

Others Present:

Judith Harris, County Auditor
Francis X. O'Keefe, Treasurer
Robert Lynch, Deputy Treasurer
Julie Pacyna, Purchasing Agent
William H. Thomas, Chairman
Joan Parsons, Commissioner of Administrative
 & Fiscal Services
Joan Sady, Clerk of the Board
JoAnn McKinstry, Confidential Secretary to the
 Commissioner of Administrative & Fiscal
 Services
Supervisor Geraghty
David Strainer, Town of Queensbury
Debra L. Schreiber, Legislative Office
 Specialist

Mr. Sheehan called the meeting to order at 11:20 a.m.

Motion was made by Mr. Mason, seconded by Mr. VanNess, and carried unanimously to approve the minutes of the August 30, 2006 meeting, subject to correction by the Clerk.

AUDITOR:

Judith Harris, County Auditor, requested to transfer funds in the amount of \$88 from full-time salaries (A.1320 110) to overtime salaries (A.1320 120) to cover overtime costs incurred in February of 2006.

Motion was made by Mr. Kenny, seconded by Mr. Mason and carried unanimously authorizing the request as outlined above and refer same to the Finance Committee for consideration. A copy of the resolution request form is on file with the minutes.

Mrs. Harris explained her predecessor had accrued vacation and sick time in the amount of \$20,000 that was paid to her upon her retirement. She stated she did not have the necessary funds in her budget to cover payroll and, therefore, she requested a transfer

of funds in the amount of \$18,515. Mr. Kenny said he would approve the request as outlined above and refer it on to the Finance Committee but noted there were no funds available in the Contingent Fund.

Motion was made by Mr. Kenny, seconded by Mr. VanNess and carried unanimously authorizing the request as outlined above and refer same to the Finance Committee for consideration. A copy of the resolution request form is on file with the minutes.

Mrs. Harris advised she had attached a copy of their Budget Performance Report as requested, but noted there were no major expenditures or changes.

PURCHASING:

Pursuant to her 2007 budget request, Julie Pacyna, Purchasing Agent, stated she requested to purchase new office furniture and equipment. However, she said, she found available funds within her 2006 budget and requested to transfer those funds in the amount of \$10,000 from A.1345 110 (Salaries - Regular) to A.1345 210/220 (Furniture/Office Equipment) to purchase the new office furniture/equipment. Mr. Geraghty queried whether she had thought about leasing a copier and Mrs. Pacyna replied it was more cost effective to purchase rather than lease.

Motion was made by Mr. Mason, seconded by Mr. VanNess and carried unanimously authorizing the request to transfer funds as outlined above and refer same to the Finance Committee for consideration. A copy of the resolution request form is on file with the minutes.

ADMINISTRATIVE & FISCAL SERVICES:

Joan Parsons, Commissioner of Administrative & Fiscal Services, apprised she had distributed copies of the Budget Performance Reports for Administrator, Print Shop, Mail Room and Stock Room.

Pursuant to the Administrative & Fiscal Services agenda, Mrs. Parsons requested to amend Local Law No. 5 of 1976 which created the position of Commissioner of Administrative & Fiscal Services. She said when that Local Law was enacted, the oversight duties for purchasing, stockroom and data processing services were administered by the Commissioner of Administrative & Fiscal Services. While the "data processing" designation was outdated, she said she felt Warren County would be better served if the stockroom were under the auspices of the Purchasing Department.

Motion was made by Mr. Kenny, seconded by Mr. VanNess and carried unanimously authorizing the request as outlined above and refer same to the Personnel Committee. A copy of the resolution request form is on file with the minutes.

Relative to Item 2 on the Administrative & Fiscal Services agenda, Mrs. Parsons requested to cancel the contract with Mailings Made Easy effective December 31, 2006. Pursuant to meetings with various County department heads, she said she asked Judith Harris to prepare a spread sheet that reflected the current postage costs of the County. In addition, she asked Joe Vogel of Mailings Made Easy to prepare an analysis of the savings he felt the County derived. Based upon the comparison of the two analyses, and after reviewing some of the problems encountered, Mrs. Parsons suggested putting forth an RFP (request for proposal) for pre-sort mail so the County could continue to derive any savings on the standard envelopes. She apprised she recently had a meeting with Pitney Bowes whereby they recommended a veri-mail printer that confirmed the mailing addresses which, in turn, would decrease the amount of returned mail.

Mr. Tessier entered the meeting at 11:27 a.m.

Mr. Kenny indicated he could not make a determination either way until he knew what Mailings Made Easy earned for 2006 versus the purchase of appropriate equipment and the cost of hiring an additional employee with benefits. Mrs. Parsons responded Mailings Made Easy was currently paid \$939/month. She said Pitney Bowes quoted \$12,000 per year for the equipment and she estimated an additional \$23,000 per year for the staff position (not including benefits). According to Mr. VanNess' calculations, he stated, in-house mailing cost approximately \$34,109 (not including postage) and Mailings Made Easy was paid \$39,900. Mrs. Parsons noted some of the discrepancies included:

- the chargebacks to the various departments;
- the cost of handling flats or parcels versus envelopes; and
- not receiving mail.

Mrs. Parsons advised the five departments she met with had no qualms about switching back to the in-house mailing system due to the inefficiencies they had experienced. She explained it was her desire to bring this matter before the committee prior to forwarding a letter to Joe Vogel of Mailings Made Easy cancelling his contract effective December 31, 2006.

Motion was made by Mr. VanNess and seconded by Mr. Kenny authorizing Mrs. Parsons to forward a letter cancelling the contract with Mailings Made Easy effective December 31, 2006.

Mrs. Parsons indicated the union requested that she post this position in anticipation of filling the position prior to January 1, 2007. She confirmed Mr. Gabriels' inquiry that they were creating a new position within the budget.

After discussion, Mr. Sheehan called the question and the motion was carried unanimously.

TREASURER

Privilege of the floor was extended to Francis O'Keefe, County Treasurer, who requested to transfer funds in the amount of \$25,000 (A.9010 810) to cover the salary of the newly created Junior Accountant position (A.1325 110), as well as the overtime costs (A.1325 120) associated with the difficulties they had experienced with the new computer software.

Mr. W. Thomas entered the meeting at 11:35 a.m.

In response to Mr. Gabriels' inquiry, Mr. O'Keefe stated while he had been in contact with the vendor, there were certain items that had to be in compliance with the New York State Retirement System. After having the vendor technician here last week and receiving a bill for their services in the amount of \$4,000, he said he forwarded a letter to the vendor apprising them of their dissatisfaction and was currently awaiting their response.

Mr. Monroe entered the meeting at 11:38 a.m.

Mr. Mason asked if the County would have to resort to legal means to resolve the situation and Mr. O'Keefe stated he was trying to be optimistic. Mr. VanNess suggested the Chairman of the Committee, as well as the Chairman of the Board forward a letter expressing the displeasure Warren County had experienced with their software. Mr. O'Keefe stated he requested a response from the software vendor by November 15, 2006 and, therefore, would recommend waiting until the deadline.

Motion was made by Mr. VanNess, seconded by Mr. Monroe and carried unanimously approving the transfer of funds as outlined above and refer same to the Finance Committee for consideration. A copy of the resolution request form is on file with the minutes.

CLERK OF THE BOARD

Privilege of the floor was extended to Joan Sady, Clerk of the Board, who apprised that Nancy Hafner, Deputy Clerk, had been approved for retirement. Therefore, she requested that Nicole Livingston, Second Deputy Clerk, fill the vacant position of Deputy Clerk and that the salary be set at \$43,000. In addition, she said, she would like to request the position of Second Deputy Clerk be deleted.

Motion was made by Mr. VanNess and seconded by Mr. Girard approving the requests as

outlined above and refer same to the Personnel Committee.

Mr. Gabriels asked if the request was in the 2006 budget and Mrs. Sady confirmed her request actually reduced the budget by \$4,000.

After discussion, Mr. Sheehan called the question and the motion was carried unanimously. A copy of the Notice of Intent to Fill Vacant Position and resolution request form are on file with the minutes.

With respect to Items 3 and 4 of the Clerk of the Board agenda, Mrs. Sady requested:

- the transfer of funds in the amount of \$12,210 from Clerk - Legislative Board Salaries (A.1040 110) to Administrative & Fiscal Services Salaries (A.1011 110) transferring a portion of the salary for the County Administrator into the correct budget code; and
- the transfer of funds in the amount of \$250 from Clerk - Legislative Board Equipment (A.1040 220) to Legislative Board Equipment (A.1010 220) for a new transcriber.

Motion was made by Mr. Kenny, seconded by Mr. Mason and carried unanimously approving the requests as outlined above and to refer same to the Finance Committee. Copies of the resolution request forms are on file with the minutes.

Relative to Item 5 of the agenda, Mrs. Sady apprised the Budget Performance Report was attached for the committee to review.

There being no further business before the Committee, on motion by Mr. Mason and seconded by Mr. VanNess, Mr. Sheehan adjourned the meeting at 11:50 a.m.

Respectfully submitted,

Debra L. Schreiber, Legislative Office Specialist